



**STATE OF CALIFORNIA  
DEPARTMENT OF TRANSPORTATION**

**REQUEST FOR QUALIFICATIONS NOTICE  
NUMBER 07A2272**

**Note:** Address all questions concerning this Request for Qualifications (RFQ) in writing to the attention of Karla Peters at [Karla\\_Peters@dot.ca.gov](mailto:Karla_Peters@dot.ca.gov). You may also reach the analyst by telephone at (916) 227 – 6839. Consultants contacting the District or Division directly seeking information about this RFQ may jeopardize the integrity of the selection process and risk possible disqualification.

Read carefully, this document has been revised as of **11/15/06**.

**I. GENERAL INFORMATION**

- A. The State of California, Department of Transportation (Department) is soliciting Statements of Qualifications (SOQs) from qualified firms that may lead to the award of a contract for project development services in District 7.
- B. The estimated contract amount is \$5,000,000 - \$9,999,999.
- C. The estimated contract term is three (3) years.
- D. Interviews will be held in Los Angeles on **July 10 and July 11, 2007**. Confirmation letters will be sent to those firms short-listed.
- E. Negotiations will be held with the top-ranked firm in Los Angeles on July 18, 2007.
- F. Disadvantaged Business Enterprise Program
  - 1. This solicitation is subject to Title 49, part 26, Code of Federal Regulations (49 CFR 26) entitled "Participation by Disadvantaged Business Enterprises in Department of Transportation Financial

Assistance Programs." In order to ensure the Department achieves its federally mandated statewide overall DBE goal, the Department encourages the participation of Disadvantaged Business Enterprises (DBEs), as defined in 49 CFR 26 in the performance of Agreements financed in whole or in part with Federal Funds. The Bidder shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of subcontracts. Refer to "Statement of Qualifications Submittal Instructions and General Contract Process Information" for additional information.

2. As required by federal law, the Department has established a statewide overall DBE goal. In order to ascertain whether that statewide overall DBE goal is being achieved, the Department is tracking DBE participation on all Federal-aid contracts.
- G. Federal and/or State prevailing wage rates may apply. This requirement, if applicable, will be specified in the draft contract.
- H. The Department does not guarantee, either expressly or by implication, that any work or services will be required under any contract issued as a result of this RFQ.
- I. A Pre-award or Post-award Audit will be performed on any contract issued as a result of this RFQ.

## **II. SCOPE OF WORK/DELIVERABLES**

The work to be performed for this RFQ is described in the Statement of Work, and is hereby incorporated as Attachment 1.

## **III. SUBMISSION OF STATEMENTS OF QUALIFICATIONS (SOQs)**

- A. **IMPORTANT:** Download "Statement of Qualifications Submittal Instructions and General Contract Process Information" from: <http://Caltrans-opac.ca.gov/aeinfo.htm>. Failure to follow these instructions may result in rejection of your SOQs.
- B. SOQ Package Submittal Instructions

**Read instructions below carefully. You will be required to submit SOQ packages to Sacramento and District 7 (see items 1 and 3 below for required number of copies).**

1. Three (3) copies of the SOQ containing all the indicated information shall be submitted. Fax copies will not be allowed. SOQs will be accepted until **3:00 p.m. on June 25, 2007**, and must be directed to:

State of California  
Department of Transportation  
Administration  
Division of Procurement and Contracts MS 65  
1727 30<sup>th</sup> Street  
Sacramento, CA 95816-7006  
Attention: **Karla Peters**  
Telephone: (916) 227 - 6839

2. If your SOQ package is hand delivered, you must date and time stamp it immediately upon arrival. The date/time stamp machine is located in the lobby of the first floor to the right of the security guard station at the address noted above. Date/stamp one label for each SOQ package/box submitted. Ask the security guard to call the Division of Procurement and Contracts' reception desk at (916) 227-6000 to have your SOQ package picked up by Contracts' staff.
3. In addition, four (4) copies of the SOQ containing all indicated information shall be submitted to the **District 7**. FAX copies will not be allowed. SOQs will be accepted until **3:00 p.m. on June 25, 2007**, and must be directed to:

State of California  
Department of Transportation  
**Division of Program/Project Management**  
**Office of Consultant Services**  
100 South Main Street, **MS 2**  
Los Angeles, CA 90012  
Attention: Theresa Cong  
Telephone: (213) 897-3409

4. If your SOQ package is hand delivered to District 7, you first need to check-in with the security guard station in the lobby of the first floor. Immediately upon arrival, ask the security guard to call either Theresa Cong at (213)897-3409 or (213)792-2997 or Dan Ho at (213)897-0933 of the District 7 Consultant Services Unit to have your SOQ package picked up and date stamped.

5. The SOQs must be submitted in a sealed package labeled as follows:

- RFQ Number 07A2272
- Submittal deadline: June 25, 2007
- “DO NOT OPEN”

6. SOQ submittals are considered responsive when all copies are received in the specified location(s) on the date and time specified in this RFQ.

C. Request for RFQ Copies and/or Bidders’ List

Copies of this RFQ and/or Bidders’ List may be requested by contacting the State of California, Department of Transportation, Division of Procurement and Contracts, Bid Line at (916) 227-6075. You may leave a recorded message or send your FAX request to (916) 227-1950. You must include the RFQ solicitation number.

## STATEMENT OF WORK

### Project Development & Design Services

#### A. Project Description

##### 1. Purpose of Work

The CONSULTANT shall perform professional and technical highway design, landscape architectural, and hydraulic engineering services on an "as needed" basis to support the development and construction of proposed STATE transportation facilities. The STATE'S Contract Manager shall assign specific projects to the CONSULTANT through the issuance of Task Orders.

The Task Orders may include, but are not limited to, engineering study reports, Preliminary Design, Plans, Specifications, and Estimates (PS&E), or other landscape architectural, and hydraulic engineering work.

##### 2. Location of Work:

The project development work shall be performed on projects to improve and repair the STATE's transportation system in District 7, Southern Los Angeles County. This is approximately defined as all State Routes south of the east-west boundary line of State Routes 101, 134, and 210 (excluding portions of those Routes defined as the boundary line). The Projects include corridors as listed below. The specific location of the work to be performed will be stated in each Task Order.

EA	COUNTY	ROUTE	POSTMILE	
			BEGIN	END
25730	LA	001	00.2	40.8
1190E	LA	001	07.1	30.7
22654	LA	001	07.1	30.5
14551	LA	001	08.8	09.5
1190F	LA	001	09.9	
25420	LA	001	17.4	20.6
22050	LA	001	23.7	23.9
2159A	LA	005	00.0	06.4
22620	LA	005	00.0	11.5
25350	LA	005	00.0	11.6
22653	LA	005	01.2	16.6
2159C	LA	005	01.8	03.0
24620	LA	005	01.8	03.2
21460	LA	005	02.0	

EA	COUNTY	ROUTE	POSTMILE	
			BEGIN	END
1257U	LA	060	22.4R	25.0R
25330	LA	060	23.9	30.5
10516	LA	060	25.6	26.5
25770	LA	072	00.2	06.7
1693A	LA	090	01.0R	01.8R
1693C	LA	090	01.2	01.0R
21480	LA	091	00.0	
18220	LA	091	06.0	14.1
4L890	LA	091	11.0	21.0
18160	LA	091	14.0R	20.7R
00249	LA	091	14.6R	16.1R
00296	LA	091	16.6R	17.3R
18000	LA	091	17.8	18.8
1199U	LA	101	00.4	00.9

**STATEMENT OF WORK**  
**Project Development & Design Services**

2159F	LA	005	06.4	13.4		23230	LA	101	00.6	10.4
23590	LA	005	06.8	18.4		4C060	LA	103	01.0	
20620	LA	005	11.6	15.3		17850	LA	105	00.7R	00.9
25580	LA	005	13.1	13.5		25010	LA	105	05.7	05.7
24640	LA	005	13.6	18.5		11946	LA	105	09.6	10.0
2324A	LA	005	13.9	41.0		24060	LA	105	14.1	14.6
18750	LA	005	15.2	15.3		25780	LA	107	00.0	04.8
21740	LA	005	15.6	16.3		22800	LA	110	00.0	00.0
18410	LA	005	15.8	16.9		25610	LA	110	00.8	21.4
23260	LA	005	15.9	17.1		23430	LA	110	08.6	15.0
25840	LA	005	16.5	36.4		18820	LA	110	18.2	19.6
14070	LA	005	16.8	21.0		2382U	LA	110	20.0	21.4
19310	LA	005	16.9	28.7		4L880	LA	110	20.6	20.7
24890	LA	005	16.9	16.9		2411U	LA	110	21.2	22.8
24800	LA	005	17.7	17.8		25410	LA	110	21.4	23.5
1035G	LA	005	17.8	17.8		24670	LA	110	22.0	23.2
13510	LA	010	00.0S	01.0S		24350	LA	110	24.5	25.5
25080	LA	010	00.0S	01.0S		4G300	LA	110	24.9	25.5
24450	LA	010	02.1	14.1		20710	LA	164	05.6	08.7
4L850	LA	010	02.1	02.1		25790	LA	213	00.0	04.7
18210	LA	010	04.6	17.2		22460	LA	405	00.0	47.8
4S090	LA	010	04.7	13.2		23241	LA	405	00.0	13.0
2324C	LA	010	05.3	42.3		24440	LA	405	00.0	12.6
2267A	LA	010	05.6	08.9		26020	LA	405	00.1	00.4
14060	LA	010	11.6R	15.2		24360	LA	405	00.2	48.6
25300	LA	010	12.4R	14.4R		4S000	LA	405	02.2	07.4
22222	LA	010	14.2	18.1		18880	LA	405	09.4	
4K410	LA	010	14.3	14.3		4S010	LA	405	13.8	29.9
22220	LA	010	14.5	15.3		05335	LA	405	15.3	17.5
20500	LA	010	14.8	48.3		1198U	LA	405	21.3	26.4
1668U	LA	010	18.7	31.3		49160	LA	405	22.2	23.4
20804	LA	010	21.6	42.2		24130	LA	405	24.4	25.8
1069U	LA	010	28.0	31.2		1178U	LA	405	25.9	29.5
00870	LA	010	30.8	31.3		12030	LA	405	28.8	39.0
11707	LA	010	31.2	33.4		22010	LA	5006	OS.AN	G . A
11172	LA	010	33.4	37.5		13101	LA	5530	OS.AN	G . A

**STATEMENT OF WORK**  
**Project Development & Design Services**

11708	LA	010	33.4	37.5	13102	LA	5530	OS.AN	G . A
11934	LA	010	37.5	42.4	24040	LA	5531	OS.AN	G . A
25620	LA	010	40.2	42.4	20160	LA	5707	OS.AN	G . A
24650	LA	010	40.8	43.2	1P800	LA	5758	OS.AN	G . A
1224U	LA	010	42.4	48.3	20170	LA	5763	9..4	. 4
12995	LA	047	00.0	01.9	21080	LA	5764	OS.AN	G . A
17990	LA	047	00.0	00.9	0R001	LA	5953	OS.A	N . A
22480	LA	047	00.9	02.0	25050	LA	605	00.1	16.6R
16620	LA	047	02.9	03.6	21230	LA	605	01.7	26.0
26500	LA	047	03.5	04.5	4J94U	LA	605	04.9	05.1
13820	LA	047	03.6		04010	LA	605	14.6R	15.4R
19490	LA	047	03.6	04.3	24540	LA	605	19.6	20.5R
18890	LA	047	05.0	05.4	18930	LA	710	04.0	05.3
18900	LA	047	05.4	05.8	24990	LA	710	04.9	24.9
12097	LA	057	00.0R	07.7R	2203U	LA	710	05.5	06.8
4L550	LA	057	00.9R	11.6R	23640	LA	710	06.1	06.8
24390	LA	060	00.0	30.5	12093	LA	710	06.8	09.4R
4L840	LA	060	00.0	05.0	23490	LA	710	06.8	09.1
24140	LA	060	00.3	01.1R	18311	LA	710	09.4	18.4
1035H	LA	060	02.6R	02.6R	18312	LA	710	09.4	18.4
22671	LA	060	02.7	06.7	20130	LA	710	09.7	11.0
00210	LA	060	03.1	05.0	24260	LA	710	17.3	26.3
00253	LA	060	03.9R	05.6R	24470	LA	710	18.4	26.5
4L780	LA	060	05.0R	30.5R	00234	LA	710	22.5	22.7
20680	LA	060	06.9R	19.4	04602	LA	710	22.9	23.2
4K470	LA	060	08.5	10.6	1035J	LA	710	24.5	24.5
4K650	LA	060	11.2	11.2	02009	LA	710	26.5	32.7R
1294V	LA	060	11.8	23.3	17970	LA	710	26.5	27.4
24460	LA	060	19.5	23.9	18790	LA	710	26.7	32.1T
4H900	LA	060	20.6		0200A	LA	710	29.4	31.8

The above list is comprehensive but is not an exclusive list of projects. Consultant may be required to work on Safety Projects, Emergency Projects or other transportation projects, including minor projects not listed above.

**STATEMENT OF WORK**  
**Project Development & Design Services**

The Department intends to utilize the services detailed by the scope of work in this contract, as needed, to complete specific tasks for the projects listed herein. In the future, the Department may find it necessary to create a separate contract (or contracts) that involves a project (or projects) listed herein and includes part of the scope of work contained in this contract. This contract does not preclude the Department from creating future procurements involving listed projects and using a multi-service, turn-key, project specific contract format.

**B. Description of Required Services**

**1. Required Services**

The CONSULTANT is expected to perform and have the expertise and capacity to perform any or all of the following functions/activities:

- a. Professional and technical engineering studies and document preparation in support of environmental documents required for project approval under State or Federal environmental laws or regulations, visual impact studies, and any additional studies and applications required for resource agency permits.
- b. Incidental Geotechnical engineering work, to include foundation reports for sign structures replacement (standard plans for signs only), standard retaining walls, standard sound walls, or cut/fill recommendations for small side slope work. These activities specifically do not include any and all drilling services.
- c. Traffic studies and analysis and Transportation management strategies.
- d. Highway design.
- e. Hydrology and hydraulic studies and reports; including Beach Erosion and Restoration (BEAR) documents and Coastal Engineering studies that would be required by the California Coastal Commission.
- f. The development and production of Project Reports in accordance with Caltrans policies and procedures.
- g. The development and production of contract Plans, Specifications and Estimates (PS & E) in accordance with Caltrans electronic specification and delineation policies and procedures.
- h. Coordination with utility companies, railroads, local, State, federal and other jurisdictions as may be required by Contract Task Order.
- i. Landscape Architectural Services including preliminary design, Project Report and NBSSR reviews for landscape and aesthetic items, developing master plans,

## STATEMENT OF WORK

### Project Development & Design Services

environmental and visual assessments, presentation graphics, planting and irrigation design, erosion control and environmental mitigation work.

## 2. WBS Codes

Task Orders may include, but are not limited to the following Work Breakdown Structure (WBS) elements. The standard Caltrans WBS is on the Internet at:

<http://www.dot.ca.gov/hq/projmgmt/guidance.htm>

100	Perform Project Management
160	Perform Preliminary Engineering Studies and Draft Project Report
160.05	Updated Project Information
160.05.05	Approved PID Review
160.05.10	Geotechnical Information Review
160.05.15	Materials Information Review
160.05.20	Traffic Data and Forecasts Review
160.05.25	Geometrics Review
160.05.30	Project Scope Review
160.05.35	Project Cost Estimate Review
160.1	Engineering Studies
160.10.10	Traffic Forecasts/Modeling
160.10.15	Geometric Plans for Project Alternatives
160.10.20	Value Analysis
160.10.25	Hydraulics/Hydrology Studies
160.10.30	Highway Planting Design Concepts
160.10.35	Traffic Operational Analysis
160.10.40	Updated Right of Way Data Sheet
160.10.45	Utility Locations Determined for Preliminary Engineering
160.10.50	Railroad Study
160.10.55	Multi-modal Study
160.10.60	Park and Ride Study
160.10.65	Right of Way Relinquishment and Vacation Study
160.10.70	Traffic Studies
160.10.75	Updated Materials Information
160.10.80	Updated Geotechnical Information
160.10.85	Structures Advance Planning Study (APS)
160.10.85.05	Structures Preliminary Foundation Report (PFR)
160.10.85.10	Structures Preliminary Hydraulics Report (PHR)
160.10.85.15	Structures Preliminary Architectural and Aesthetics Report (PAAR)

**STATEMENT OF WORK**  
**Project Development & Design Services**

160.10.85.20	Structures Preliminary Maintenance Report (PMR)
160.10.85.25	Structures Preliminary Construction Plan (PCP)
160.10.85.30	Updated Structures Advance Planning Report (APR)
160.10.90	High Occupancy Vehicle Report
160.10.95	Updated Preliminary Transportation Management Plan
160.15	Draft Project Report
160.15.05	Cost Estimates for Alternatives
160.15.10	Fact Sheet for Exceptions to Design Standards
160.15.15	Approved Exceptions to Encroachment Policy
160.15.20	Draft Project Report
160.15.25	Draft Project Report Circulation, Review, & Approval
165.10.60	Location Hydraulic and Floodplain Study Report
180	Prepare and Approve Project Report and Final Environmental Document
180.05	Project Report
180.05.05	Updated Draft Project Report
180.05.10	Approved Project Report
180.05.15	Updated Storm Water Data Report
185	Prepare Base Maps and Plan Sheets
185.05	Updated Project Information
185.05.05	Project Concept Review
185.05.10	Updated Project Information
185.1	Surveys and Photogrammetric Mapping for Design
185.10.50	Control Surveys
185.10.55	Photogrammetric Maps and Products
185.10.60	Engineering Surveys
185.10.65	As-Built Centerline Surveys
185.10.70	Pavement Surveys
185.15	Preliminary Design
185.15.05	Roadway and Miscellaneous Design
185.15.10	Proposed Geometrics Review
185.15.15	Requests for Exceptions to Design Standards
185.15.20	Value Analysis
185.2	Engineering Reports
185.20.05	Updated Traffic Data, Analysis, and Forecasts
185.20.10	Hydrology and Hydraulic Reports
185.20.15	Geotechnical Design Report
185.20.20	Pavement Design Report
185.20.25	Materials Report
185.20.30	Soundwall Design Report

**STATEMENT OF WORK**  
**Project Development & Design Services**

185.20.35	Updated Transportation Management Plan For Design Phase
185.20.40	Utility Locations Determined for Design
185.25	Right of Way Requirements Determination
185.25.05	Project Review With Affected Agencies
185.25.10	Fee and Easement Requirements Determination
185.25.15	Right of Way Requirements Maps
185.25.20	Final Railroad Involvement Determination
185.25.25	Water Well Abandonment Needs Determination
185.25.30	Utility Conflict Maps
185.3	Structure Site Plans
185.30.10	Site Plans for Bridges and Structures
185.30.15	Site Plans for Retaining Walls and Non-standard Earth Retention Systems
185.30.20	Site Plans for Soundwalls on Retaining Systems or Structures
185.30.25	Site Plans for Pumping Plants
185.30.30	Site Plans for Special-Design Culverts
200	Utility Relocation
200.15	Approved Utility Relocation Plan
200.2	Utility Relocation Package
200.25	Utility Relocation Management
200.3	Utility Close Out
205	Obtain Permits, Agreements, and Route Adoptions
205.05	Required Permits
205.1	Permits
205.10.05	U.S. Army Corps of Engineers Permit (404)
205.10.10	U.S. Forest Service Permit(s)
205.10.15	U.S. Coast Guard Permit
205.10.20	Department of Fish & Game 1600 Agreement(s)
205.10.25	Coastal Zone Development Permit
205.10.30	Local Agency Concurrence/Permit
205.10.40	Waste Discharge (NPDES) Permit
205.10.45	U.S. Fish and Wildlife Service Approval
205.10.50	Regional Water Quality Control Board 401 Permit
205.10.60	Updated Environmental Commitments Record
205.10.95	Other Permits
205.15	Railroad Agreements
205.15.05	Plan Approval
205.15.10	Special Provisions and Insurance Clauses
205.15.15	Service Contract for Railroad Services
205.15.20	Construction and Maintenance Agreement

**STATEMENT OF WORK**  
**Project Development & Design Services**

205.15.25	PUC Exhibits and Application
205.2	Freeway Agreements
205.20.05	Draft Freeway Agreement
205.20.10	Draft Freeway Agreement Review
205.20.15	Final Freeway Agreement
205.20.20	Executed Freeway Agreement
205.25	Agreement for Material Sites
205.3	Executed Maintenance Agreement
205.4	Route Adoptions
205.40.05	Route Adoption Map
205.40.10	New Connection Request and Route Adoption CTC Submittal
205.40.15	Route Adoption and Public Road Connection Placed on CTC Agenda
205.45	MOU from Tribal Employment Rights Office (TERO)
230	Prepare Draft PS&E
230.05	Draft Roadway Plans
230.05.05	Title Sheet
230.05.10	Typical Cross Sections
230.05.15	Key Map and Line Index
230.05.20	Roadway Layouts
230.05.25	Profile and Superelevation Sheets
230.05.30	Construction Details
230.05.35	Contour Grading Plans
230.05.40	Summary of Quantities Sheets
230.05.45	Noise Barrier Plans
230.05.50	Retaining Wall Plans
230.05.55	Standard Plans Selection
230.05.60	Stage Construction and Detour Plans or Traffic Handling Plans
230.05.65	Water Pollution Control Plans
230.1	Draft Highway Planting Plans
230.10.05	Highway Planting Plans
230.10.15	Plant List
230.10.20	Irrigation Plans
230.10.30	Irrigation Quantity Sheets
230.15	Draft Traffic Plans
230.15.05	Signing and Pavement Delineation Plans
230.15.10	Construction Area Signs Plans
230.15.15	Traffic Electrical Plans
230.2	Transportation Management Plan
230.25	Draft Utility Plans

**STATEMENT OF WORK**  
**Project Development & Design Services**

230.25.05	New Facility Plans
230.25.10	Utility Relocation Plans
230.3	Draft Drainage Plans
230.35	Draft Specifications
230.35.05	Roadway Specifications
230.35.10	Highway Planting Specifications
230.35.15	Traffic Specifications
230.35.20	Electrical Specifications
230.35.25	Utility Specifications
230.35.30	Hydraulic Specifications
230.35.35	Water Pollution Control Specifications
230.35.40	Erosion Control Specifications
230.4	Draft PS&E Quantities and Estimates
230.40.05	Roadway Quantities and Estimates
230.40.10	Highway Planting Quantities and Estimates
230.40.15	Drainage Quantities and Estimates
230.40.20	Traffic Quantities and Estimate
230.40.25	Electrical Quantities and Estimates
230.40.30	Utility Quantities and Estimate
230.40.35	Water Pollution Control Quantities and Estimates
230.40.40	Erosion Control Quantities and Estimates
230.55	Structures Draft PS&E Incorporation
230.6	Updated Project Information for PS&E Package
230.60.05	Updated Storm Water Data Report
230.60.10	Other Reviews and Update of Project Information
255	Circulate, Review, and Prepare Final District PS&E Package
255.05	Circulated & Reviewed Draft District PS&E Package
255.1	Updated PS&E Package
255.10.05	Updated Roadway PS&E
255.10.10	Updated Highway Planting PS&E
255.10.15	Updated Traffic PS&E
255.10.20	Updated Hydraulic PS&E
255.10.25	Updated Technical Reports
255.10.30	Updated Utility PS&E
255.10.35	Updated Electrical PS&E
255.15	Environmental Re-evaluation
255.2	Final District PS&E Package
255.20.05	Reviewed Plans for Drafting Standards Compliance

**STATEMENT OF WORK**  
**Project Development & Design Services**

255.20.10	Final Structures Specifications and Estimate Incorporated into Final District PS&E
255.20.15	Request for Funds
255.3	Materials Information Handout
255.4	Resident Engineer's Pending File
260	Contract Bid Documents Ready to List
260.05	PS&E Received
260.1	Check Prints
260.15	Validated PS&E as Draft Contract Ready
260.15.05	Draft Contract Comments
260.15.10	District Response to Draft Contract Comments
260.15.20	Major Revisions Re-Work Before Ready to List
260.15.25	Verification of Ready to List Requirements Completion
260.15.30	Environmental Certification at Ready to List
265	Awarded and Approved Construction Contract
265.05	Project Ready for Advertising
265.05.05	Scheduled Advertising and Bid Opening Dates
265.05.10	Matched DBE/DVBE List and Goals Set
265.05.15	Special Provision and Final Proposal Book
265.05.20	Final Plans
270	Construction Engineering and General Contract Administration
270.20.05	Resident Engineer's File Review
270.20.10	Project Plans, Special Provisions, and Estimate Review
270.20.50	Technical Support
285	Contract Change Order Administration
285.05	Contract Change Order (CCO) Process
285.05.05	Need For CCO Determination
285.05.10	Draft Contract Change Order
285.10.15	Other Functional Support
290.35	Technical Support

**C. Personnel Requirements**

The CONSULTANT'S personnel shall be capable of performing the types of work described above in "Required Services" with minimal instructions.

1. Project Manager - The CONSULTANT'S Project Manager shall coordinate all activities with the STATE'S Contract Manager. The Project Manager shall be accessible to the STATE's Contract Manager at all times. In addition to other

**STATEMENT OF WORK**  
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specified responsibilities, the Project Manager shall be a licensed Professional Engineer in the STATE of California.

The Project Manager is responsible for all matters related to the CONSULTANT'S personnel and landscape architectural operations, including, but not limited to, the following:

- a. Supervising, reviewing, monitoring, training, and directing the CONSULTANT'S personnel.
  - b. Assigning personnel to complete the required Task Order work as specified.
  - c. Administering personnel actions.
  - d. Maintaining project files.
  - e. Developing, organizing, facilitating, and attending scheduled coordination meetings and preparation and distribution of meeting minutes.
  - f. Implement and maintain quality control procedures to manage conflicts, insure product accuracy and identify critical reviews and milestones.
  - g. Overseeing that all safety measures are in place.
2. Consultant Task Order Managers/Staff – The Consultant's Task Order Managers and technical staff have be capable of assisting the Consultant's Project Manager in all aspects of the required project development and design work. Depending on the substance of the Task Order, the Consultant's Task Order Managers or responsible technical staff shall fulfill one of the following licensing requirements:
- Registered Professional Engineer (RCE) in the State of California.
  - Registered Landscape Architect (RLA) in the State of California.
  - Registered Electrical Engineer (REE) in the State of California

**D. Equipment Requirements**

1. Office Equipment and Supplies (Consultant's Office) - The CONSULTANT shall have adequate office equipment and supplies to complete the required hazardous waste work. Such equipment and supplies shall include, but are not be limited to, the following:
  - a. Computers, printers, plotters, and calculators.
  - b. Data processing systems, including software for:
    - Processing digital terrain models in the Caltrans approved roadway design format (CaiCE).
    - Coordinate geometry calculations. This software shall use/create coordinate geometry databases, naming and coding conventions in the Caltrans approved formats (CaiCE).

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- c. Computer Aided Drafting equipment and software capable of producing drawings and documents in the Caltrans approved format (MicroStation).
- d. Written documents shall be in Caltrans approved format (Microsoft Word).

**E. Other Requirements**

**1. Standards:**

- a. All work shall be performed in accordance with current STATE Department of Transportation (Caltrans) Manuals and their current revisions. Work not covered by the "Manuals" shall be performed in accordance with accepted professional standards.
- b. The STATE's Contract Manager, in cooperation with the District/Region Deputy District Director for Design, shall decide all questions which may arise as to the quality or acceptability of deliverables furnished and work performed for this contract.
- c. The minimum standard of work quality shall be that of similar work performed by the STATE. Prior to initiating design activities, the Consultant shall prepare and obtain approval from the STATE's Contract Manager for a quality control plan for how the minimum standard of work quality will be achieved. The Consultant will complete the quality control plan and certify at the end that all measures contained therein were completed. The State will perform quality assurance on the quality control plan to assure that quality control was completed.
- d. Additional standards for tasks may be included in the Task Order. Such standards supplement the standards specified herein. If such additional standards conflict with the standards specified herein, the Task Order standards shall govern over the standards specified herein.

**2. Availability and Work Hours:**

- a. The CONSULTANT shall begin the required work within three working days after receiving a fully executed Task Order. Once the work begins, the work shall be prosecuted diligently until all required work has been completed satisfactorily.
- b. Unless otherwise specified in the Task Order or directed by the STATE's Contract Manager, the normal workweek shall consist of 40 hours.
- c. Overtime may be required. However, overtime shall be worked only when directed in writing by the STATE's Contract Manager or specifically required by the Task Order.

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**3. Deliverables:**

Unless otherwise specified in the Task Order, the deliverables shall conform to the following:

- a. All plans shall be submitted in both hardcopy and electronic files in the STATE's approved format (MicroStation), and shall conform to the requirements of the STATE's Office Engineer.
- b. Specifications and other written documents shall be submitted in both hardcopy and electronic files in the STATE's approved format (Microsoft Word), and shall conform to the requirements of the STATE's Office Engineer.

**F. Materials to be provided by the STATE**

The STATE shall provide the CONSULTANT material necessary to complete a Task Order. The CONSULTANT shall execute the specific work described in the Task Order based on the material supplied.

**G. Materials to be provided by the CONSULTANT**

Unless otherwise specified herein or in the Task Order, the CONSULTANT shall provide all materials to complete the required work.

**H. Monitoring and review Procedure**

1. The STATE's Contract Manager shall have the right to monitor and review the progress and/or processes of the CONSULTANT.
2. The CONSULTANT shall meet with the STATE's Contract Manager a minimum of once per month to review procedures and progress.

**I. Product Approval and Payment**

1. All deliverables, plans, specifications, estimates, and documents produced by the CONSULTANT as specified by the Task Order shall be subject to the approval and acceptance by the STATE's Contract Manager.
2. In the event of non-acceptance due to errors, omissions or non-compliance with the current Transportation (Caltrans) Manuals and their current revisions, the CONSULTANT shall make corrections at no cost to the STATE.
3. Work that does not conform to the requirements specified herein and the applicable Task Order will not be paid.

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